

## 4.5 REPORTS MENU

The Reports Menu allows access to the NPDMS Reports Selection Subsystem. This Subsystem provides the capability to select a number of standard batch-produced reports for managing the property disposal function.

Several reports require a thorough understanding of their functions to gain accurate results. These reports include the following:

- Property Held by Property Disposal Officer Report

If this report is run at any other time than the scheduled monthly run, the Monthly 1800 Report Balance Table 130 must be manually changed to correct the “ending balance” amount. Contact your local ADP Support Group to correct the ending balance on the table.

- 623 Monthly Report of Utilization and Disposal of Idle, Excess, and Surplus NASA Personal Property

If this report is run at any other time than the scheduled monthly run, the Monthly 623 Report Balance Table 120 must be manually changed to correct the “ending balance” amount. Contact your local ADP Support Group to correct the ending balance on the table.

- 623 Annual Report of Utilization and Disposal of Idle, Excess, and Surplus NASA Personal Property

If this report is run at any other time than the scheduled annual run, the Annual 623 Report Balance Table 125 must be manually changed to correct the “ending balance” amount. Contact your local ADP Support Group to correct the ending balance on the table.

- NPDMS Daily Transaction Report

This report is a daily listing of all transactions resulting from new, modified, and/or deleted NPDMS data. The following is a brief description of transactions that will appear on the Daily Transaction Report:

- A02 transaction is issued during the Receipt process when any field effecting the cost is changed.
- E01 transaction is issued during the Add process.
- E02 transaction is issued during the Change process.
- E03 transaction is issued during the Delete process.
- T02 transaction is issued during the Receipt process.

- T03 – T16.T18 – T20 are issued during Disposition processes.
- X90, I90, X60, X65, X15, X00 transactions are issued for NEMS Equipment during the NPDMS add, change, delete, reversal, or final disposition processes.
- GSA Electronic Transmission

Property is reported to GSA by electronic transmission if it meets the following criteria:

- Controlled and Non-Controlled property are designated as either reportable or non-reportable, which is based on FSC Code, Condition Code, and Value. Once the property reaches the Other Federal Agency Screening Begin Date and the Freeze Referral/Suspend Reporting Indicator is not equal to 'S' (suspend reporting to GSA), information is sent to GSA via a data set through the batch processing mode.
- The GSA data set is generated on a daily basis. NASA personal property and materials inventory meeting the selection criteria is extracted from the Case File once it reaches the Other Federal Agency Screening Begin Date. When NASA personal property, other than reportable ADPE, reaches the Other Federal Agency Screening Begin Date, during the next execution of the data set generation process, eligible NASA personal property is extracted from the Case File, the current date is moved to GSA Report Date, the GSA Report Indicator is set to blanks, and if the GSA Report Date is blank, the Surplus Release Date (SRD) is set to equal the Other Federal Agency Screening Begin Date.
- SF-120 Report of Excess Personal Property
  - Installation Idle Reportable ADPE Property is automated data processing equipment with an Adjusted Acquisition Cost Amount of Property of one million dollars or more and is less than nine years old.
  - The SF-120, Report of Excess Personal Property is generated on a daily basis. When ADPE personal property meeting the selection criteria is entered into NPDMS, the Report ADPE Indicator on the case record is set to 'Y'. Upon execution of the SF-120 generation process, all ADPE property with the Report ADPE Indicator set to 'y' is extracted from the Case File. No suspended data is reported; however, freeze referral data is reported for all corresponding freeze records from the Transaction File with Transaction Type of 'F', Thaw Date = '0', and Freeze Referral Suspend Reporting Indicator = 'R'. The GSA Report Date is set to the current date, and if the Surplus Release Date is not filled, it is set to equal the Other Federal Agency Screening End Date of Property; then, the case record is updated. An 'E04' transaction record is generated to capture all data values reported to GSA. One SF-120 form is generated for each case record found.

**NOTE:** The same hardcopy SF-120 form is used for Installation Idle Reportable ADPE Property withdrawals and corrections.

- Performance Measures Report

This report contains statistical information of Idle NASA Property undergoing screening, starting from the time the item was reported to the PDO until final disposition. This, along with user-provided data via the pop-up window (ND2200MC) and the Performance Measures Standards Table, allows the PDO to determine the redistribution rate of Idle NASA Property within NASA and the redistribution rate of property outside NASA. Each section contains the total count of line items and Original Acquisition Cost (OAC) obtained from the following sources: NEMS Screening Log (enter on ND2200MC); count of case records in the NPDMS Case File; Case History File; NPDMS Transaction File; NPDMS Transaction History File; number of items accepted by NASA activities from NEMS screening (enter on ND2200MC); number of reportable items accepted by NASA activities; number of items accepted by activities outside of NASA from NEMS screening (enter on ND2200MC); and number of reportable items accepted by activities outside of NASA.

- Abstract of Bids

When scheduling the Abstract of Bids report, it is recommended that the Update Standard Reports option be used rather than the Select On—Request option. The Select On-Request only provides data for the day (Report Effective Date) that it is scheduled, which may not be the same date as the day the sealed bids were awarded (Sealed Bid Sale Date). The Update Standard Reports allows the user to enter the Report Effective Date, which agrees with the Sealed Bid Sale Date.

#### 4.5.1 Report Processing

This function allows the user the capability to select a number of standard batch reports for managing the property disposal function.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the MAIN MENU (NDO000MB), type **2** at Enter Selection to access the Reports, or type a valid direct command.
- Press **<Enter>**

The REPORTS MENU screen (ND2000MA) is displayed.

ND2000MA / ND2000PA	NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM REPORTS MENU REP	03/01/01 15:11:12 MSXXX
<p>1 List Standard Reports by Frequency</p> <p>2 Select On-Request Reports</p> <p>3 Update Standard Reports (Add, Change, Delete)</p> <p>4 Alter Scheduled Reports (Postpone, Cancel, On Schedule)</p> <p>5 Select Cases for Printing DRMD 1348</p> <p>Enter Selection: _</p>		
<p>Navigation:</p> <p>Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -</p> <p>HELP LOPF PREV CNCL EXIT</p>		

#### INPUT DATA

- Enter Selection                      input values = 1, 2, 3, 4, or 5
- Press <Enter>; NPDMS then displays the requested Report screen.

##### 4.5.1.1 List Standard Reports By Frequency

Type 1 at Enter Selection to access the List Standard Reports By Frequency.

The Reports By Frequency Screen (ND2100MA) is displayed.

The Reports By Frequency screen allows the user to view those reports already scheduled for batch processing. If the user wishes to modify any or all of the displayed reports, the user must select option 2, 3, or 4 from the reports selection menu.

ND2100MA / ND2100PA	NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM REPORTS BY FREQUENCY L RP	03/01/01 13:42:29 MSXXX
Report Name: AWAITING PICKUP REPORT		
Report Number: 001		
Frequency: ON-REQUEST	Effective Date: 11131997	
Distribution: XXXXXXXXXXXX	Mail Stop: XXXX	
No of Copies: 1	Special Forms:	
Output Class: D	Binding: U	
Report Name: SALES LISTING		
Report Number: 003		
Frequency: ON-REQUEST	Effective Date: 03271997	
Distribution: XXXXXXXXXXXX	Mail Stop: XXXX	
No of Copies: 1	Special Forms:	
Output Class: D	Binding: U	
Navigation:		More: Y
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -		
HELP LOPF PREV CNCL PGUP PGDN EXIT		

## INPUT DATA

- None
- This screen displays the following data for two reports at a time:

Report Name

Report Number

Frequency

Effective Date

Distribution

Mail Stop

No of Copies

Special Forms (site specific)

Output Class (site specific)

Binding

- Press <Enter> to view more reports.

When there are no more reports to display, NPDMS displays the message 'List Reports By Frequency Ended Normally' and the Reports Menu is re-displayed (ND2000MA).

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

#### 4.5.1.2 Select On-Request Reports

Type **2** at Enter Selection to access the Select On-Request Reports.

The On-Request Reports screen (ND2200MA) is displayed.

The On-Request screen allows the user to request specific reports to be run on user-requested dates. Most reports requested are produced during nightly batch processing, and are not immediately available upon selection.

ND2200MA / ND2200PA	NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM ON-REQUEST REPORTS SE RP	03/01/01 15:21:46 MSXXX
Enter Report Number: ____		
001	AWAITING PICKUP REPORT	
002	PENDING GSA ACKNOWLEDGEMENT	
003	SALES LISTING	
004	ITEMS REPORTED TO GSA OVER 180 DAYS	
005	FOREIGN SCREENING REPORT	
006	FREEZE STATUS REPORT	
007	NEMS TRANSACTION INTERFACE REPORT	
009	623 MONTHLY REPORT OF UTILIZATION/DISPOSAL OF IDLE NASA PROPERTY	
010	623 ANNUAL REPORT OF UTILIZATION/DISPOSAL OF IDLE NASA PROPERTY	
011	FOREIGN DISPOSAL APPROVAL FORM	
012	NASA FORM 811 - CLASSIFICATION OF PROPERTY AS SCRAP OR SALVAGE	
013	NASA FORM 812 - AUTHORIZATION TO ABANDON/DESTROY SURPLUS PROPERTY	
		More: Y
Navigation:		
Enter- PF13-	PF14- PF15- PF16- PF17- PF18- PF19- PF20- PF21- PF22- PF23- PF24---	
HELP	LOPF PREV CNCL PGUP PGDN DATA	EXIT

ND2200MA / ND2200PA	NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM ON-REQUEST REPORTS SE RP	03/01/01 15:24:27 MSXXX
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Enter Report Number: \_\_\_\_

014 IDLE PROPERTY SCREENING LIST  
 015 CASES ELIGIBLE FOR TRANSFER TO DRMD LISTING  
 016 DAILY TRANSACTION REPORT  
 017 ANNUAL REPORT OF EXCHANGE/SALE TRANSACTIONS  
 018 SALES PREP REPORT  
 019 ABSTRACT OF BIDS  
 020 BIDDER'S NOTIFICATION OF AWARD  
 023 PERFORMANCE MEASURES REPORT  
 024 NSMS ACCEPTED ITEMS REPORT  
 025 NSMS REJECTED ITEMS REPORT  
 026 NSMS MATCHED/OVERAGE/UNDERAGE REPORT  
 027 SALES SLIP, SALE OF GOVERNMENT PERSONAL PROPERTY

More: Y

Navigation:  
 Enter- PF13-- PF14-- PF15-- PF16-- PF17-- PF18-- PF19-- PF20-- PF21-- PF22-- PF23-- PF24--  
           HELP  LOPF  PREV          CNCL          PGUP  PGDN          DATA          EXIT

ND2200MA / ND2200PA	NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM ON-REQUEST REPORTS SE RP	03/01/01 15:25:20 MSXXX
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Enter Report Number: \_\_\_\_

110 GSA MAGNETIC TAPE GENERATION  
 120 SF-120 REPORT OF EXCESS PERSONAL PROPERTY GENERATION  
 130 SF-120 WITHDRAWAL/CORRECTION GENERATION  
 140 DD-1348-1A DRMD ISSUE RELEASE/RECEIPT DOCUMENT GENERATION  
 150 NASA 1638 NPDMS IDLE PERSONAL PROPERTY PICKUP AUTHORIZATION  
 160 ANNUAL RPT OF PERSONAL PROP PROVIDED TO NON-FED ORG BY INST  
 161 ANNUAL RPT OF PERSONAL PROP PROVIDED TO NON-FED ORG BY SUB-INST  
 170 EQUIPMENT AVAILABLE UNDER THE STEVENSON-WYDLER ACT FOR REGION  
 180 STATUS REPORT FOR CASES UNDERGOING OTHER FEDERAL AGENCY SCREENING  
 190 STATUS REPORT FOR CASES UNDERGOING SURPLUS PROPERTY DONATION SCRE  
 200 EQUIPMENT AVAILABLE FOR FEDERAL AGENCIES - BY REGION  
 210 IFM INTERFACE FILE

More: Y

Navigation:  
 Enter- PF13-- PF14-- PF15-- PF16-- PF17-- PF18-- PF19-- PF20-- PF21-- PF22-- PF23-- PF24--  
           HELP  LOPF  PREV          CNCL          PGUP  PGDN          DATA          EXIT

ND2200MA / ND2200PA	NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM ON-REQUEST REPORTS SE RP	03/01/01 15:26:21 MSXXX
Enter Report Number: ____		
220	ARCHIVE HISTORY FILES	
230	FINAL DISPOSITIONS FOR EACH FSC WITHIN A DATE RANGE	
Navigation:		More: N
Enter- PF13--	PF14-- PF15-- PF16-- PF17-- PF18-- PF19-- PF20-- PF21-- PF22-- PF23-- PF24--	
HELP	LOPF PREV CNCL PGUP PGDN DATA EXIT	

## INPUT DATA

- Report Number
- Press <Enter>

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

The following reports appear on the ON-REQUEST REPORTS (ND2200MA) screen:

REPORT NUMBER	REPORT JOB NAME	FREQUENCY
001	Awaiting Pickup	User-specified
002	Pending GSA Acknowledgment	User-specified
003	Sales Listing Report	User-specified
004	Items Reported to GSA over 180 Days	User-specified
005	Foreign Screening Report	User-specified
006	Freeze Status Report	User-specified
007	NEMS Transaction Interface Report	Daily
009	623 Monthly Report of Utilization and Disposal of Idle, Excess, and Surplus NASA Personal Property	Monthly
010	623 Annual Report of Utilization and Disposal of Idle, Excess, and Surplus NASA	Annual



REPORT NUMBER	REPORT JOB NAME	FREQUENCY
	Personal Property	
011	Foreign Disposal Approval Form	User-specified
012	NASA Form 811 – Determination for Classification of Property as Scrap or Salvage	Daily
013	NASA Form 812 – Determination for Authorization to Abandon or Destroy Surplus Property	Daily
014	Idle Property Screening List	Bi-weekly
015	Cases Eligible for Transfer to DRMO	User-specified
016	Daily Transaction Report	Daily
017	Annual Report of Exchange/Sale Transactions	Annual
018	Sales Prep Report	User-specified
019	Abstract of Bids	User-specified
020	Bidder's Notification of Award	User-specified
023	Performance Measures	Semi-annual
024	NSMS Accepted Items Report	Daily
025	NSMS Rejected Items Report	Daily
026	NSMS Matched/Overage/Underage Report	Daily
027	Sales Slip, Sale of Government Personal Property	User-specified
110	Report to GSA Data Set	Daily
120	SF-120 Report of Excess Personal Property	Daily
130	SF-120 Withdrawal/Correction Report of Excess	Daily
140	DD-1348-1A DRMO Issue Release/Receipt Document	User-specified
150	NASA 1638, NPDMS Idle Personal Property	Daily
160	Annual Report of Personal Property Provided to Non-Federal Organization by Installation	User-specified
161	Annual Report of Personal Property Provided to Non-Federal Organization by Sub-installation	User-specified
170	Catalog for Stevenson-Wydler Screeners	User-specified
180	Status Report for Cases Undergoing Federal Screening Status Report for Cases Undergoing NASA-Wide Screening	User-specified
190	Status Report for Cases Undergoing Donation Screening	User-specified
200	Equipment Available for Federal Agencies	User-specified
210	IFM Interface File	User-specified
220	Archive History Files	User-specified
230	Final Dispositions for Each FSC Within a Date Range	User-specified
900-999	Site-Unique Reports	User-specified

The On-Request Reports – Distribution screen (ND2200MB) for the entered Report Name and Number is then displayed.

The On-Request Reports – Distribution screen allows the user to change any of the displayed information, with the exception of the Report Number and the Report Name.

ND2200MB / ND2200PA	NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM ON-REQUEST REPORTS - DISTRIBUTION SE RP	03/01/01 13:46:21 MSXXX										
Report Name: 623 MONTHLY REPORT OF UTILIZATION/DISPOSAL OF IDLE NASA PROPERTY Report Number: 009												
Distribution : xxxxxxxxxxxxxxxx*****												
Mail Stop : xxxxxx**												
No of Copies : 1*												
Special Forms : _____												
Output Class : D												
Printer Dest : XXXXXXXX												
Binding Instructions: U (U, S, V)												
Begin Date : _ _ _ _												
Ending Date : _ _ _ _												
Number of Days: _ _												
More Inputs : NO												
Navigation:												
Enter-PF13-	PF14-	PF15-	PF16-	PF17-	PF18-	PF19-	PF20-	PF21-	PF22-	PF23-	PF24-	- -
HELP	LOPF	PREV	CNCL	PGUP	PGDN	DATA	EXIT					

## INPUT DATA

- Distribution
- Mail Stop
- No of Copies
- Special Forms                      input value = (site specific)
- Output Class                      input value = (site specific)
- Printer Dest
- Begin Date                      input format = **MM/DD/YYYY**
- Ending Date                      input format = **MM/DD/YYYY**
- Number of Days
- More Inputs                      system display = NO or YES
- Press <Enter>

The NPDMS system then displays the message '*NNN Successfully Scheduled*' where 'NNN' is the selected report number, and the Reports Menu is re-displayed.

**NOTE:** Valid addresses for local printing are stored in the Printer Destination Table 145. A default printer address that is stored in the Center Profile Table is assigned to each user. A user may change his or her default printer address by entering a printer address in the Destination field on the (ND2200MB and ND2300MB screen(s)). Once a user changes the

printer address in the User Access Table, the printer address remains for subsequent runs until it is changed again.

If the Performance Measures Report is selected, the system displays the pop-up window (ND2200MC), which allows input of additional data needed to produce the report.

ND2200MB / ND2200	ND2200MC	Additional Data For The Performance Measures Report
Report Name: PERF	NEMS Screening Count	(Section 1 & 2, Line A): _____
Report Number: 02	NEMS Accepted Internal Count	(Section 1, Line C): _____
	NEMS Accepted External Count	(Section 2, Line C): _____
Distribution : P		
Mail Stop : C		Enter 'C' to Cancel: _
No of Copies : 1		
Special Forms : _____		
Output Class : D		
Printer Dest : XXXXXXXX		
Binding Instructions: U (U, S, V)		
Begin Date : 03 01 2001		
Ending Date : 03 01 2001		
Number of Days: _____		
More Inputs : NO		
Navigation:		
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -		
HELP LOPF PREV CNCL PGUP PGDN DATA EXIT		

## INPUT DATA

- NEMS Screening Count
- NEMS Accepted Internal Count
- NEMS Accepted External Count
- Cancel input value = C
- Press <Enter>

If a NEMS Interface Report is selected, the ON-REQUEST REPORTS DISTRIBUTION ND2200MB is displayed with the Installation Number field.

ND2200MB / ND2200PA	NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM ON-REQUEST REPORTS - DISTRIBUTION SE RP	03/01/01 13:51:41 MSXXX
Report Name: NEMS TRANSACTION INTERFACE REPORT		
Report Number: 007	INSTALLATION NUMBER 08 08	
Distribution : XXXXXXXXXXXXXXXXXXXX		
Mail Stop : XXXXXX		
No of Copies : 1*		
Special Forms : _____		
Output Class : D		
Printer Dest : XXXXXXXX		
Binding Instructions: U (U, S, V)		
Begin Date : _ _ _		
Ending Date : _ _ _		
Number of Days: _		
More Inputs : NO		
Navigation:		
Enter-PF13-	PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -	
HELP	LOPF PREV CNCL PGUP PGDN DATA	EXIT

## INPUT DATA

- Installation Number
- Distribution
- Mail Stop
- No of Copies
- Special Forms                      input value = (site specific)
- Output Class                      input value = (site specific)
- Printer Dest
- Binding Instructions              input value = **U**, **S**, or **V**
- Begin Date                      input format = **MM/DD/YYYY**
- Ending Date                      input format = **MM/DD/YYYY**
- Number of Days                  system display = NO or YES
- Press <Enter>

If a Center Unique Report is selected, the ON-REQUEST REPORTS DISTRIBUTION ND2200 is displayed with the Report Number.

ND2200MB / ND2200PA	NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM ON-REQUEST REPORTS - DISTRIBUTION SE RP	03/01/01 13:59:04 MSXXX
Report Name: CENTER UNIQUE REPORT Report Number: 911		
Distribution : XXXXXXXXXXXXXXXXXXXX		
Mail Stop : XXXXXXXX		
No of Copies : 1*		
Special Forms : _____		
Output Class : D		
Printer Dest : XXXXXXXX		
Binding Instructions: U (U, S, V)		
Begin Date : _ _ _ _		
Ending Date : _ _ _ _		
Number of Days: _ _		
More Inputs : NO		
Navigation:		
Enter- PF13- HELP	PF14- LOPF	PF15- PREV
PF16- CNCL	PF17- PGUP	PF18- PGDN
PF19- DATA	PF20- DATA	PF21- DATA
PF22- DATA	PF23- DATA	PF24- EXIT

## INPUT DATA

- Distribution
- Mail Stop
- Special Forms                      input value = (site specific)
- Output Class                      input value = (site specific)
- Printer Dest
- Binding Instructions              input value = **U**, **S**, or **V**
- Begin Date                      input format = **MM/DD/YYYY**
- Ending Date                      input format = **MM/DD/YYYY**
- Number of Days
- More Inputs                      system display = NO or YES
- Press **<Enter>**

If a Center Unique Report is selected and additional data is needed to produce the report, press **PF22**. The system displays a pop-up window (ND2200ME) which allows the input of additional data. If additional inputs are mandatory, the pop-up window (ND2200ME) displays automatically. Shown below are sample data for this pop-up window. Data on pop-up window (ND2200ME) should be developed by local ADP Support personnel.

ND2200MB / ND2200PA	NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM ON-REQUEST REPORTS - DISTRIBUTION SE RP	03/01/01 10:28:30 MSXXX
Report Name: CENTER UNIQUE REPORT Report Number: 911		
Distribution : XXXXXXXXXXXXXXXXXXXX ADDITIONAL CRITERIA		
ND2200ME	Additional Criteria For Report NDR911PA	01-03-01
CASE NUMBER _____		
Type in additional data and press 'Enter' or type a 'C' to Cancel: _		
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -	HELP LOPF PREV	CNCL PGUP PGDN DATA EXIT

#### SAMPLE INPUT DATA

- Case Number
- Press <Enter> or C to Cancel to return to the previous screen, On-Request Reports—Distribution (ND2200MB)

#### 4.5.1.3 Update Standard Reports

Type 3 at Enter Selection to access the Update Standard Reports.

The Update Regularly Scheduled Reports screen (ND2300MA) is displayed.

The Update Regularly Scheduled Reports screen allows the user to schedule a new report to run at user-requested frequency, reschedule the run of an existing report, or delete the run of a currently scheduled report.

ND2300MA / ND2300PA	NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM REGULARLY SCHEDULED REPORTS P RP	03/01/01 15:41:21 MSXXX
<p>A = Add (Schedule a New Report)  C = Change (Reschedule an Existing Report)  D = Delete (Delete a Currently Scheduled Report)</p> <p>Enter Selection: *</p> <p>Enter Report Number: ***</p>		
<p>Navigation:</p> <p>Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -  HELP LOPF PREV CNCL EXIT</p>		

## INPUT DATA

- Selection input values = **A**, **C**, or **D**
- Report Number
- Press <Enter>

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

The following is a list of reports that may be selected for processing:

REPORT NUMBER	REPORT JOB NAME	FREQUENCY
001	Awaiting Pickup	User-specified
002	Pending GSA Acknowledgment	User-specified
003	Sales Listing Report	User-specified
004	Items Reported to GSA over 180 Days	User-specified
005	Foreign Screening Report	User-specified
006	Freeze Status Report	User-specified
007	NEMS Transaction Interface Report	Daily

REPORT NUMBER	REPORT JOB NAME	FREQUENCY
009	623 Monthly Report of Utilization and Disposal of Idle, Excess, and Surplus NASA Personal Property	Monthly
010	623 Annual Report of Utilization and Disposal of Idle, Excess, and Surplus NASA Personal Property	Annual
011	Foreign Disposal Approval Form	User-specified
012	NASA Form 811 – Determination for Classification of Property as Scrap or Salvage	Daily
013	NASA Form 812 – Determination for Authorization to Abandon or Destroy Surplus Property	Daily
014	Idle Property Screening List	Bi-weekly
015	Cases Eligible for Transfer to DRMO	User-specified
016	Daily Transaction Report	Daily
017	Annual Report of Exchange/Sale Transactions	Annual
018	Sales Prep Report	User-specified
019	Abstract of Bids	User-specified
020	Bidder's Notification of Award	User-specified
023	Performance Measures	Semi-annual
024	NSMS Accepted Items Report	Daily
025	NSMS Rejected Items Report	Daily
026	NSMS Matched/Overage/Underage Report	Daily
027	Sales Slip, Sale of Government Personal Property	User-specified
110	Report to GSA Data Set	Daily
120	SF-120 Report of Excess Personal Property	Daily
130	SF-120 Withdrawal/Correction Report of Excess	Daily
140	DD-1348-1A DRMO Issue Release/Receipt Document	User-specified
150	NASA 1638, NPDMS Idle Personal Property	Daily
160	Annual Report of Personal Property Provided to Non-Federal Organization by Installation	User-specified
161	Annual Report of Personal Property Provided to Non-Federal Organization by Sub-Installation	User-specified
170	Catalog for Stevenson-Wydler Screeners	User-specified
180	Status Report for Cases Undergoing Federal Screening Status Report for Cases Undergoing NASA-Wide Screening	User-specified
190	Status Report for Cases Undergoing Donation Screening	User-specified
200	Equipment Available for Federal Agencies	User-specified
210	IFM Interface File	User-specified
220	Archive History File	User-specified
230	Final Dispositions for Each FSC Within a Date Range	User-specified
900-999	Site-Unique Reports	User-specified

The Regularly Scheduled Reports – Distribution screen (ND2300MB) with a specific Report Name and Number is displayed.

This screen allows the user to change any of the displayed Center's report parameter default data, except for the Report Number and Report Name, which remain fixed. The reports requested are produced during nightly batch processing and are not immediately available.



ND2300MB / ND2300PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM REGULARLY SCHEDULED REPORTS - DISTRIBUTION P RP		03/01/01 15:45:08 MSXXX
Report Name: AWAITING PICKUP REPORT				
Report Number: 001				
Effective Date: 03 01 2001		Frequency: -		
Distribution : _____		0 - On Request -		
Mail Stop : XXXX_____		1 - Daily (1 Day)		
No of Copies : 1_		2 - Weekly (7 Days)		
Special Forms : _____		3 - Bi weekly (14 Days)		
Output Class : D		4 - Monthly (1 Month Anniversary)		
Printer Dest : XXXXXXXX		5 - Quarterly (3 Month Anniversary)		
Binding Instructions: U (U, S, V)		6 - Semi annually (6 month Anniversary)		
		7 - Annually (1 Year Anniversary)		
Begin Date : _ _ _				
Ending Date : _ _ _				
Number of Days: _				
More Inputs : NO				
Navigation:				
Enter-PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -				
HELP LOPF PREV CNCL EXIT				

## INPUT DATA

- Effective Date input format = **MM/DD/YYYY**
- Frequency input values = **0, 1, 2, 3, 4, 5, 6, or 7**
- Distribution
- Mail Stop
- No of Copies
- Special Forms input value = (site specific)
- Output Class input value = (site specific)
- Printer Dest
- Binding Instructions (If Xerox) input values = **U, S, or V**
- Begin Date input format = **MM/DD/YYYY**
- Ending Date input format = **MM/DD/YYYY**
- Number of Days
- More Inputs system display = NO or YES
- Press **<Enter>**

The NPDMS system then displays the message 'Update Standard Reports Ended Normally', and the Reports Menu is re-displayed.

**NOTE:** Valid addresses for local printing are stored in the Printer Destination Table 145. A default printer address that is stored in the Center Profile Table is assigned to each user. A user may change their default printer address by entering a printer address in the Destination field on the (ND2200MB and ND2300MB screen (s)). Once a user changes the printer address in the User Access Table, the printer address remains for subsequent runs until it is changed again.

If the Performance Measures Report is selected, the system displays the pop-up window (ND2300MC), which allows input of additional data needed to produce the report.

ND2200MC	Additional Data For The Performance Measures Report	EM ION	03/01/01 08:21:47 MSXXX
NEMS Screening Count (Section 1 & 2, Line A): _____			
NEMS Accepted Internal Count (Section 1, Line C): _____			
NEMS Accepted External Count (Section 2, Line C): _____			
Enter 'C' to Cancel: _		ay)	
Special Forms : _____	3 - Bi weekly	(14 Days)	
Output Class : D	4 - Monthly	(1 Month Anniversary)	
Printer Dest : XXXXXXXX	5 - Quarterly	(3 Month Anniversary)	
Binding Instructions: U (U, S, V)	6 - Semi annually	(6 month Anniversary)	
	7 - Annually	(1 Year Anniversary)	
Begin Date : 03 01 2001			
Ending Date : 03 01 2001			
Number of Days: _____			
More Inputs : NO			
Navigation:			
Enter- PF13--	PF14--	PF15--	PF16--
HELP	LOPF	PREV	CNCL
PF17--	PF18--	PF19--	PF20--
PF21--	PF22--	PF23--	PF24--
			EXIT

#### INPUT DATA

- NEMS Screening Count
- NEMS Accepted Internal Count
- NEMS Accepted External Count
- Cancel input value = C
- Press <Enter>

If a NEMS Interface Report is selected, the REGULARLY SCHEDULED REPORTS DISTRIBUTION ND2300MB is displayed with the installation Number field.

ND2300MB / ND2300PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM REGULARLY SCHEDULED REPORTS - DISTRIBUTION P RP		03/01/01 08:46:08 MSXXX
Report Name: NEMS INTERFACE REPORT				
Report Number: 001				
Effective Date: 03 01 2001		Frequency: -		
Distribution : _____		0 - On Request -		
Mail Stop : XXXX_____		1 - Daily (1 Day)		
No of Copies : 1_		2 - Weekly (7 Days)		
Special Forms : _____		3 - Bi weekly (14 Days)		
Output Class : D		4 - Monthly (1 Month Anniversary)		
Printer Dest : XXXXXXXX		5 - Quarterly (3 Month Anniversary)		
Binding Instructions: U (U, S, V)		6 - Semi annually (6 month Anniversary)		
		7 - Annually (1 Year Anniversary)		
Begin Date : _ _ _ _				
Ending Date : _ _ _ _				
Number of Days: _ _				
More Inputs : NO				
Navigation:				
Enter-PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -				
HELP LOPF PREV CNCL EXIT				

## INPUT DATA

- Effective Date input format = **MM/DD/YYYY**
- Frequency input values = **0, 1, 2, 3, 4, 5, 6, or 7**
- Distribution
- Mail Stop
- No of Copies
- Special Forms (site specific)
- Output Class (site specific)
- Printer Dest
- Begin Date input format = **MM/DD/YYYY**
- Binding Instructions (If Xerox) input values = **U, S, or V**
- Ending Date input format = **MM/DD/YYYY**
- Number of Days
- More Inputs
- Press **<Enter>**

If a Center Unique Report is selected, the ON-REQUEST REPORTS DISTRIBUTION ND2200MB is displayed with the Report Number.

ND2300MB / ND2300PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM REGULARLY SCHEDULED REPORTS - DISTRIBUTION P RP		03/01/01 08:46:08 MSXXX
Report Name: CENTER UNIQUE REPORT				
Report Number: 001				
Effective Date: 03 01 2001		Frequency: -		
Distribution : _____		0 - On Request -		
Mail Stop : XXXX		1 - Daily (1 Day)		
No of Copies : 1		2 - Weekly (7 Days)		
Special Forms : _____		3 - Bi weekly (14 Days)		
Output Class : D		4 - Monthly (1 Month Anniversary)		
Printer Dest : XXXXXXXX		5 - Quarterly (3 Month Anniversary)		
Binding Instructions: U (U, S, V)		6 - Semi annually (6 month Anniversary)		
		7 - Annually (1 Year Anniversary)		
Begin Date : _ _ _				
Ending Date : _ _ _				
Number of Days: _				
More Inputs : NO				
Navigation:				
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - -				
HELP LOPF PREV CNCL EXIT				

## INPUT DATA

- Effective Date input format = **MM/DD/YYYY**
- Frequency input values = **0, 1, 2, 3, 4, 5, 6, or 7**
- Distribution
- Mail Stop
- No of Copies
- Special Forms (site specific)
- Output Class (site specific)
- Printer Dest
- Begin Date
- Binding Instructions (If Xerox) input values = **U, S, or V**
- Ending Date input format = **NO or YES**
- Press **<Enter>** or **PF22**

If a Center Unique Report is selected and additional data is needed to produce the report, press **PF22**. The system displays the pop-up window (ND2200ME), which allows input of

additional data. If additional inputs are mandatory, the pop-up window (ND2200ME) displays automatically. Shown below are sample data for this pop-up window. Data on the pop-up window (ND2200ME) should be developed by local ADP Support personnel.

ND2200MB / ND2200PA	NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM REGULARLY SCHEDULED REPORTS - DISTRIBUTION SE RP	03/01/01 09:08:09 MSXXX
Report Name: CENTER UNIQUE REPORT Report Number: 911		
Distribution : XXXXXXXXXXXXXXXXXXXX ADDITIONAL CRITERIA		
ND2200ME	Additional Criteria For Report NDR911PA	01-03-01
CASE NUMBER _____		
Type in additional data and press 'Enter' or type a 'C' to Cancel: _		
Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - -	HELP LOPF PREV	CNCL PGUP PGDN DATA EXIT

#### INPUT DATA

- Case Number
- Press <Enter> or C to Cancel to return to the previous screen, Regularly Scheduled Reports – Distribution (ND2300MB)

#### 4.5.1.4 Alter Scheduled Reports

Type 4 at Enter Selection to access the Alter Scheduled Reports.

The Alter Scheduled Reports screen (ND2400MA) is displayed.

This screen allows the user to postpone, cancel, or reverse (place back on schedule a previous postponement or cancellation) the scheduled production of reports. The reports requested are produced during nightly batch processing and are not immediately available.

ND2400MA / ND2400PA		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM				03/01/01	
		ALTER SCHEDULED REPORTS				13:26:30	
		REP SCH				MSXXX	
Seq	Rpt	Eff Date	Status	Copies	Distribution	Frequency	
1	001	03012001		1	XXXXXXXXXXXX	ON-REQUEST	
2	023	03012001		1	XXXXXXXXXXXX	ON-REQUEST	
Enter Sequence Number: ____ Enter New Status (P=Postpone, C=Cancel, ' '=On Schedule): _ More: N							
Navigation: Enter- PF13- - PF14- - PF15- - PF16- - PF17- - PF18- - PF19- - PF20- - PF21- - PF22- - PF23- - PF24- - - HELP LOPF PREV CNCL PGUP PGDN EXIT							

## INPUT DATA

### Sequence Number

- New Status input values = **P**, **C**, or **blank**
- More input value = **Y**
- Press **<Enter>**

**NOTE:** The input value of 'P' in the Enter New Status field is a permanent postponement of printing a selected report, whereas a value of 'C' is a temporary one-time cancellation of printing a selected report. If the user enters 'P' (Postpone), the Enter New Status field must be reset to 'blank' to continue printing cyclically; if the user enters 'C' (Cancel), the report continues printing cyclically with exception to that one time-frame that a 'C' is entered. However, if the report is scheduled to run on a daily basis, it may not be canceled; it may be postponed through this process or deleted through the Update Standards Reports process.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

The NPDMS system then displays the message 'Alter Standard Reports Ended Normally', and the Reports Menu is re-displayed.

### 4.5.1.5 Select Cases For Printing DRMO 1348

Type **5** at Enter Selection to access the Select Cases for Printing DRMO 1348.

The Select Cases for Printing DRMO 1348 screen (ND2500MA) is displayed.

This screen allows for the online setting of the 1348 Report Generation Indicator for multiple cases that are eligible for transfer to DRMO. The printing of Form DD-1348-IA, Issue Release/Receipt Document takes place during batch processing, or online as requested by the user.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM										03/01/01
SELECT CASES FOR PRINTING 1348										14: 18: 16
SE CA										MSXXX
ND2500MA / ND2500PA										
FEDSTRIP AAC: 804101										
Print 1348	Prev 1348	Prop Case No	Item ID	Qty	NASA End Date	Haz Mat	Prec Mtls	Turn-In	Doc No	Warehouse Location
Y	Y	5137S001	1	1	05/17/95	H	A	755850003		4000101001
Y	Y	5219S001	1	2690	08/28/95		D	752150115		3000801001
Y	Y	6361S226	1	1	12/26/96		A			
Y	Y	6361S228	1	1	12/26/96		A			
Y	Y	7002S230	1	1	01/02/97		A			
Y	Y	7003S232	1	1	01/03/97		A			
Y	Y	7003S235	1	1	01/03/97		A			
Y	Y	6361S225	1	1	01/16/97		A			
Y	Y	7014S250	1	1	02/04/97		A			
Y	Y	7087S091	1	1	04/18/97		A			4201
										MORE: Y
Navigation:										
Enter-	PF13-	PF14-	PF15-	PF16-	PF17-	PF18-	PF19-	PF20-	PF21-	PF22-
HELP	LOPF	PREV		CNCL			PGUP	PGDN		PF23-
										PF24-
										EXIT

## INPUT DATA

- Print 1348 input value = **N** or **Y** (default value)
- More
- Press **<Enter>**

**NOTE:** The Print 1348 field value is filled with a default of 'Y'. The user enters 'N' in the Print 1348 field for those records that are not to be printed.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

The NPDMS system then displays the message 'Select Cases For Printing DRMO 1348 Ended Normally', and the Reports Menu is re-displayed.